Slide notes
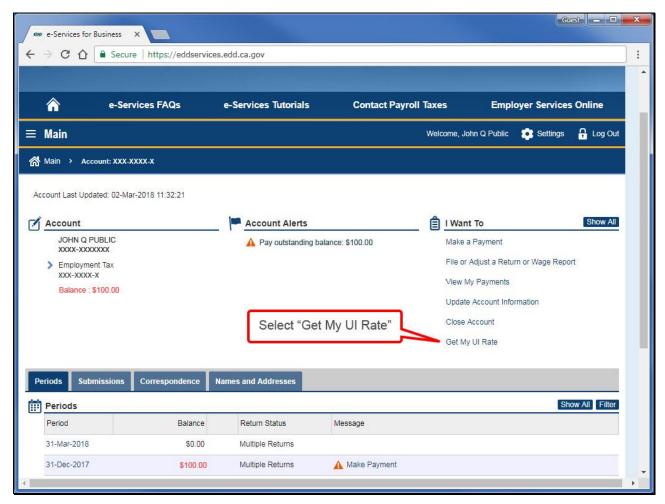
The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.
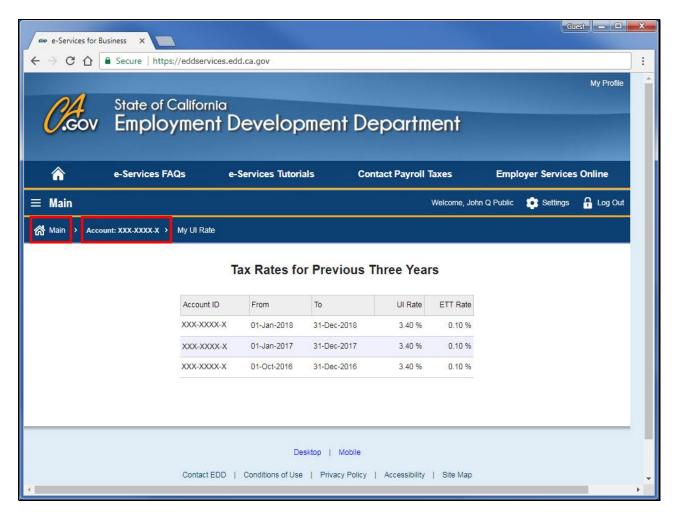
This tutorial will show you how to retrieve your Unemployment Insurance (UI) tax rate and update your account information.

Slide notes

We will begin at the e-Services for Business home page. From here you will select the "Employment Tax" link.
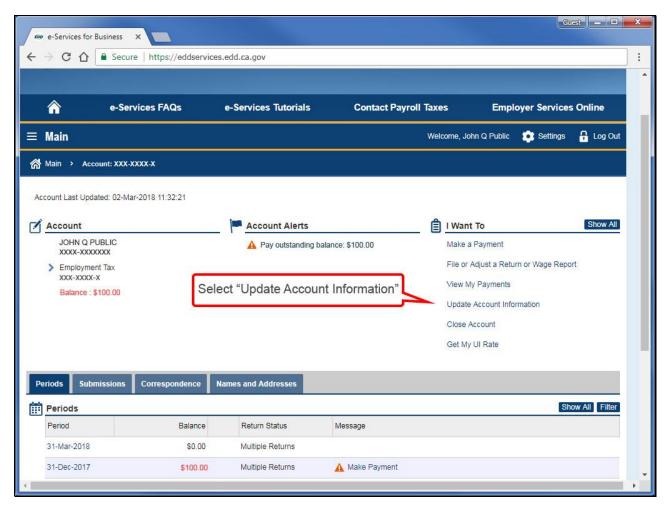
Slide notes

Now we are at the Account home page. To get your UI Rate, select the "Get My UI Rate" link under the "I Want To" menu.
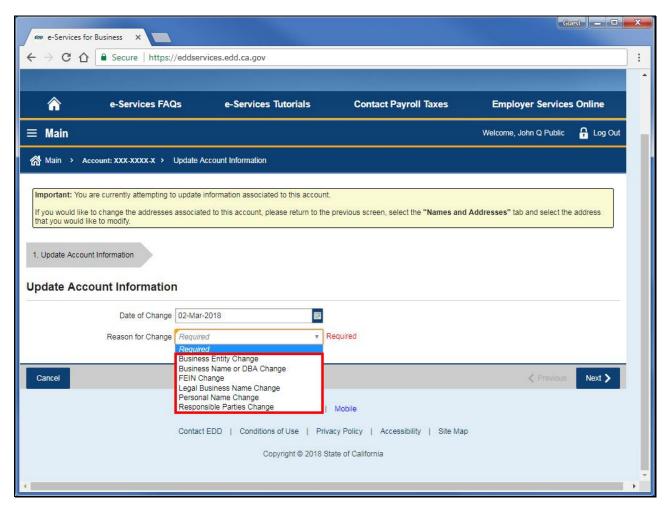
Slide notes

This screen shows you your current tax rate and the tax rate from the last two years.

When you are done viewing your tax rates, you can select the "Main" link to go back to the e-Services for Business home page or the "Account ID" link to go back to the Account home page.
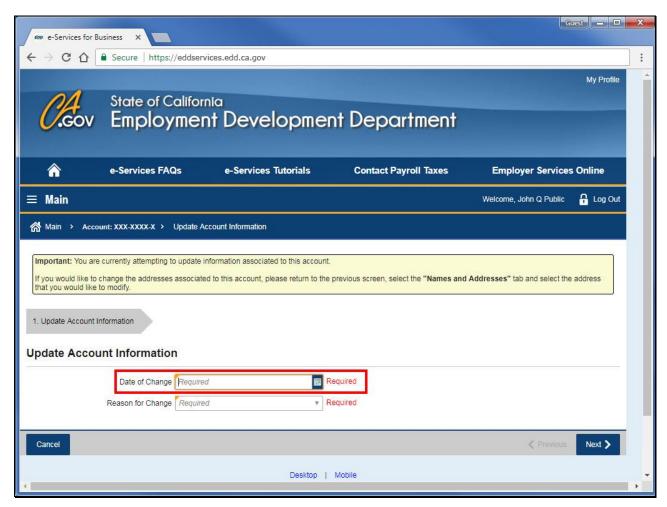
Slide notes

Now we're going to update the account information. We will begin at the Account home page. Select the "Update Account Information" link under the "I Want To" menu.
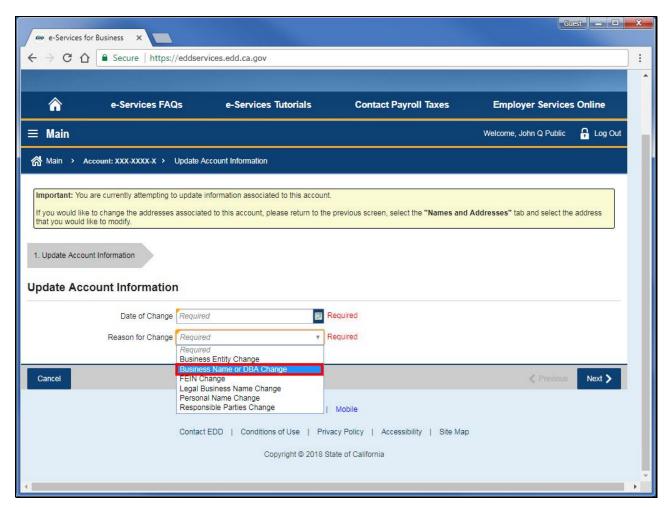
Slide notes

This is the Update Account Information page. This page can be used to change the business entity type, business name or DBA, FEIN number, legal business name, a personal name associated with the business, or responsible parties for the business.
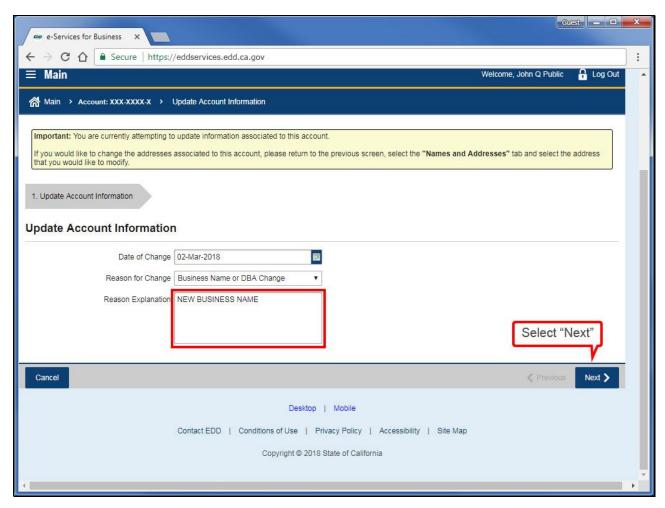
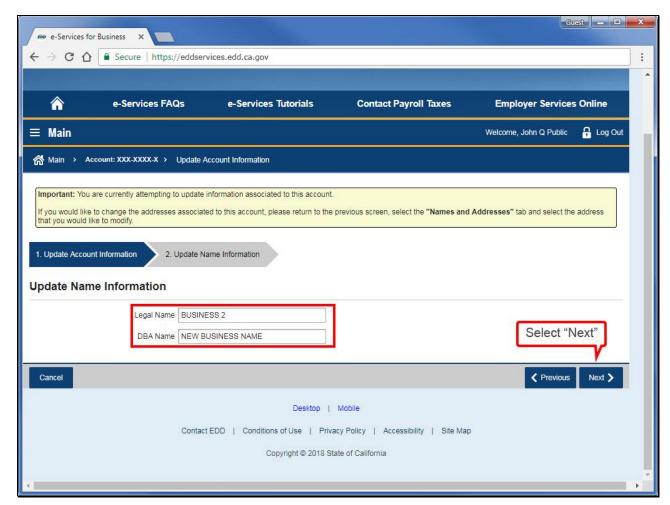For this example, we select "Business Name or DBA Change".

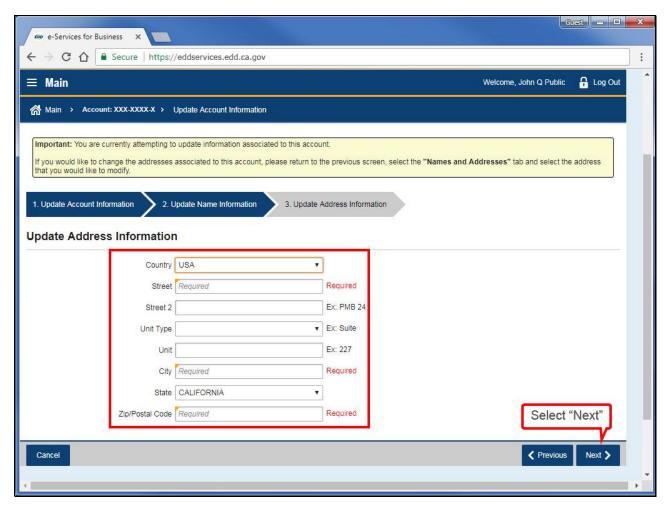**Slide notes**

First, enter the date of the change.

Slide notes

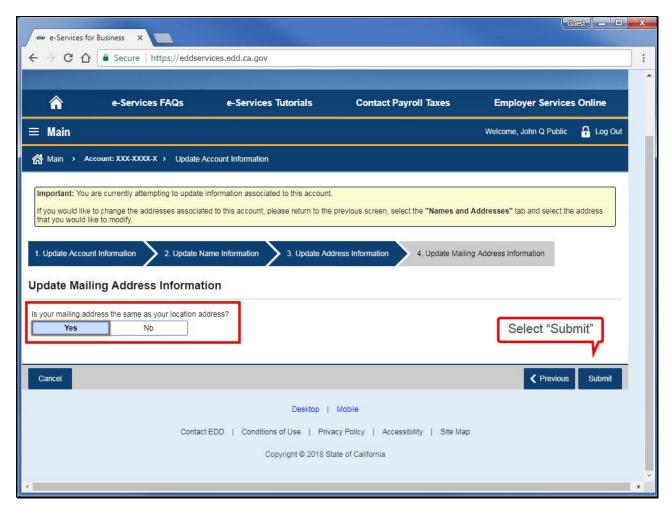Then select "Business Name or DBA Change."

Slide notes

Next, enter the reason for requesting the name change. When you have completed the required fields, select "Next."

Slide notes

Enter your new legal name. If the legal name has not changed, enter the existing legal name. Enter your new DBA name. When you have completed the required fields, select "Next."
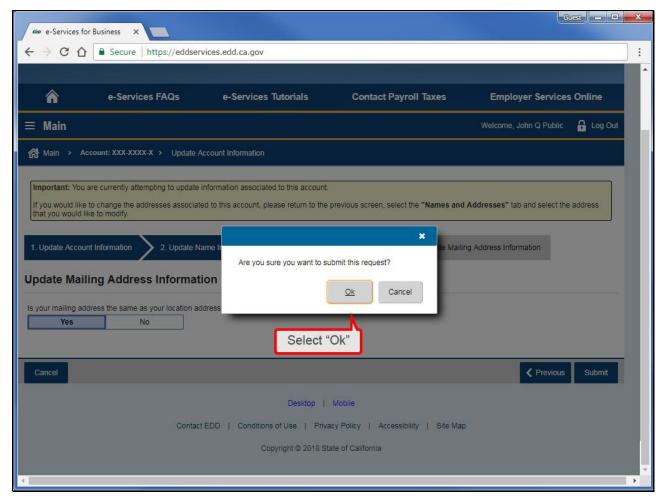
Slide notes

This page is for you to provide the EDD with your current location address. Once you've completed the required fields, select "Next" to continue.
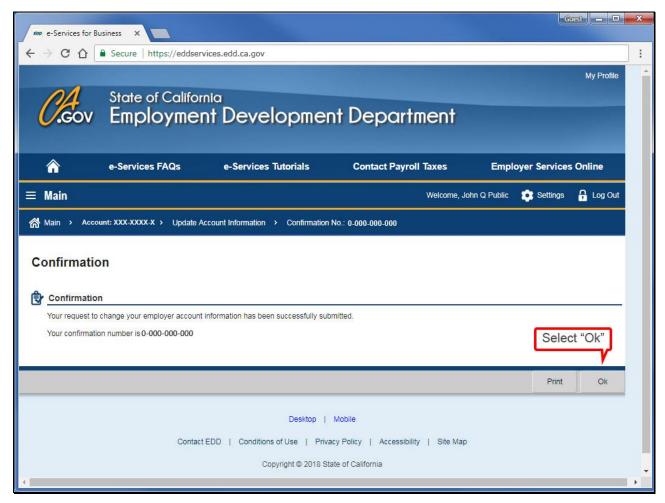
Slide notes

Choose "Yes" or "No" to verify that your mailing address is the same as your location address.

For this tutorial, we are going to leave the choice marked, "Yes." Select "Submit" to submit your request to update account information.

Slide notes

Are you sure you want to submit this request? Select "Ok" to continue.

Slide notes

This is the confirmation page telling you that your request to change the employer account information has been submitted. Select "Ok" to return to the Account home page.

Slide notes

Thank you for taking the time to watch this tutorial on how to get your UI rate and submit a request to update your account information.

Be sure to view our other tutorials demonstrating how to file a tax return, make a payment, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.